

Quick Start Guide

Outlook Express: Guidelines for email account setup

Website: Microsoft Outlook Express - <http://www.microsoft.com/Windows/oe/>

License: Freeware

Download: Microsoft - <http://www.microsoft.com/windows/ie/default.mspx>

Sample Configuration parameter:

User Information:

Your name: Name Surname

Email address: user@your-domain.com

Server Information:

Incoming (POP3) mail server: pop.your-domain.com (port 110)

Outgoing (SMTP) server: smtp.your-domain.com (port 587)

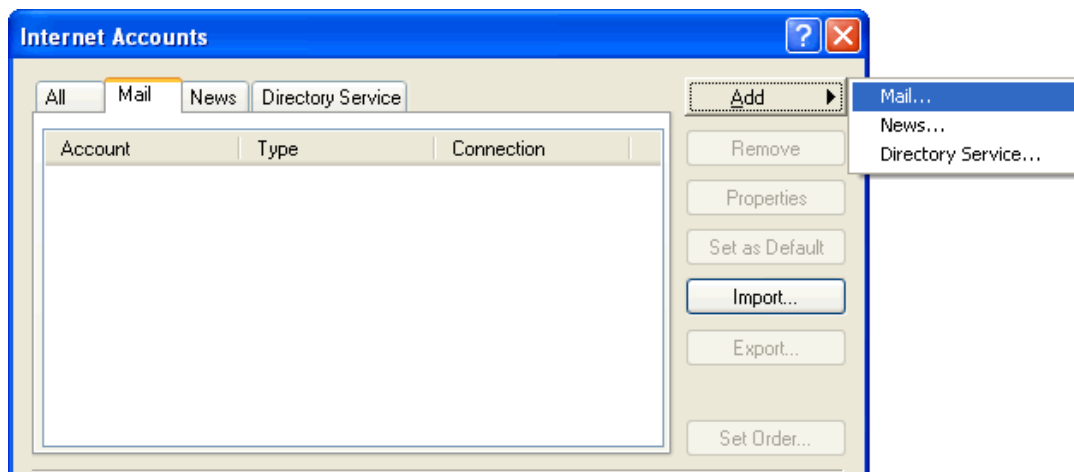
Account name: user@your-domain.com

Password: mailbox password

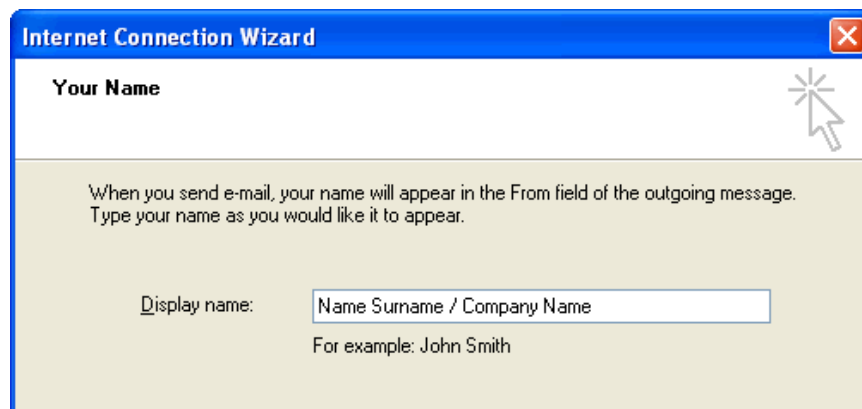
(where 'your-domain.com' is the name of your registered domain with Hetzner)

Guidelines for email account setup:

1. Launch Microsoft Outlook/Express
2. Select 'Tools' from the top menu bar
3. Select 'Accounts'
4. Select the 'Mail' tab
5. Click the 'Add' button; Select 'Mail'; The Internet Connection Wizard will appear



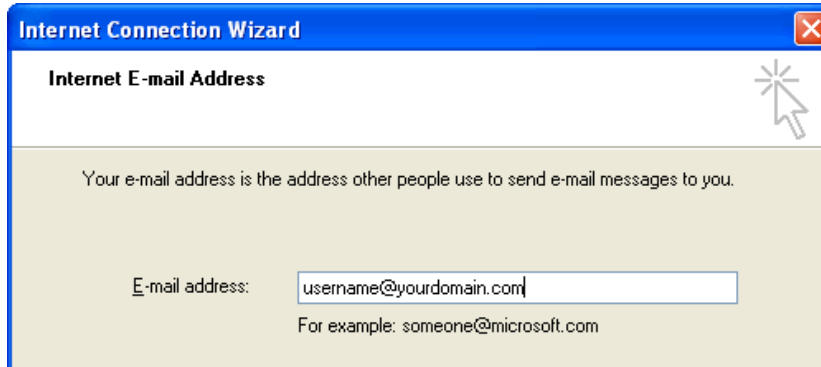
6. Enter your name (to appear in your emails)



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7. Enter your email address



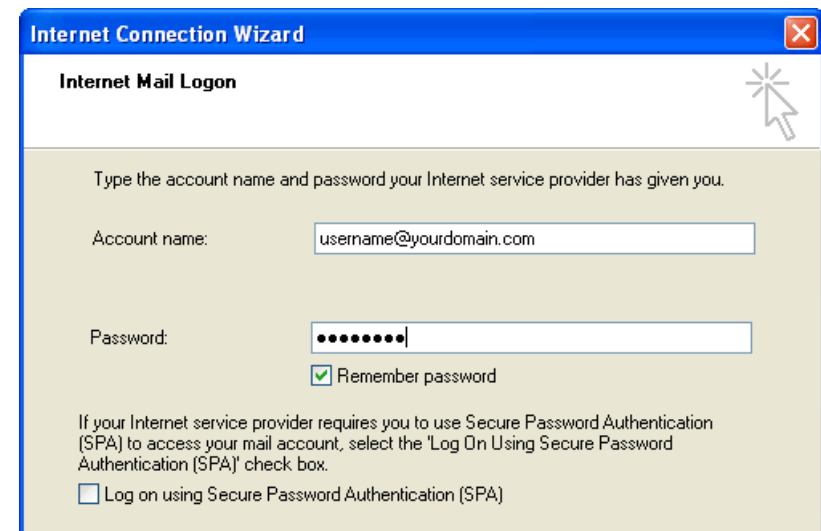
The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. Below the title bar, there is a mouse cursor icon. The main content area contains the text: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a label 'E-mail address:' followed by a text input field containing 'username@yourdomain.com'. Underneath the input field, it says 'For example: someone@microsoft.com'.

8. Enter the email server names information as per sample configuration above



The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. Below the title bar, there is a mouse cursor icon. The main content area contains the text: 'My incoming mail server is a POP3 server.' Below this, there is a label 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'pop.yourdomain.com'. Below that, there is a label 'Outgoing mail (SMTP) server:' followed by a text input field containing 'smtp.your-isp.com'.

9. Enter you Account Name as `username@your-domain.com` and Password

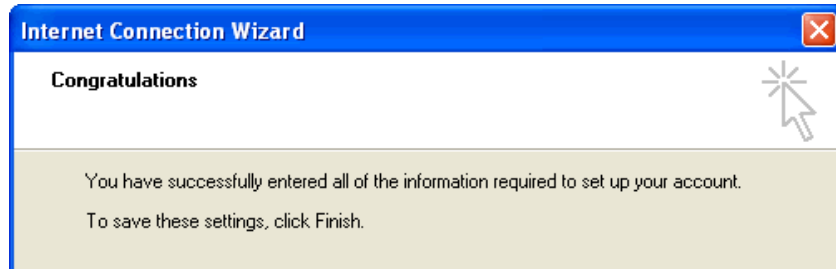


The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet Mail Logon'. Below the title bar, there is a mouse cursor icon. The main content area contains the text: 'Type the account name and password your Internet service provider has given you.' Below this, there is a label 'Account name:' followed by a text input field containing 'username@yourdomain.com'. Below that, there is a label 'Password:' followed by a password input field with ten dots. Below the password field, there is a checked checkbox labeled 'Remember password'. At the bottom, there is a paragraph: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the "Log On Using Secure Password Authentication (SPA)" check box.' Below this paragraph, there is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.

10. Your Outlook/Express mail program should now be set up

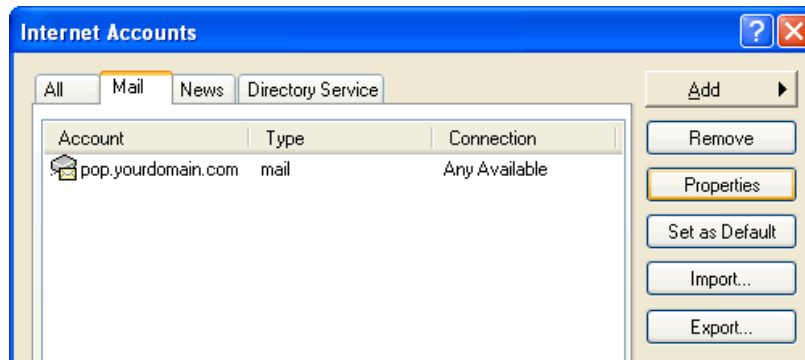
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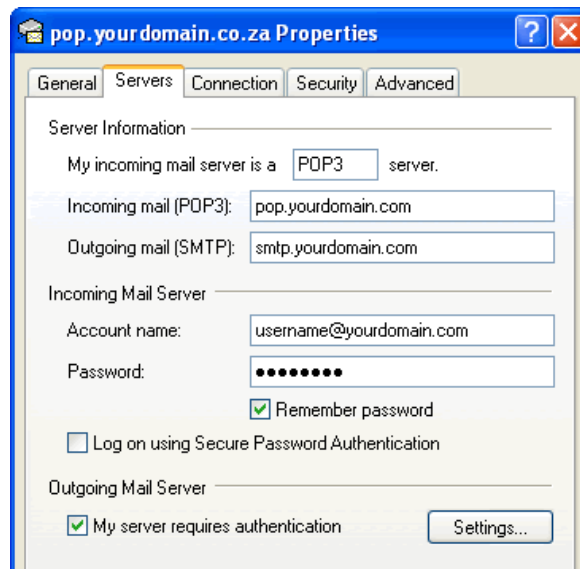


Enabling SMTP Authentication:

1. Select 'Tools' from the top menu bar
2. Select 'Accounts'
3. Select the 'Mail' tab
4. Double click on the mail account to open 'Properties'



5. Select the second tab 'Servers'



6. Select 'My server requires authentication' under the 'Outgoing Mail Server' section
7. Click on 'Settings' and ensure that the 'Use same settings as my incoming mail server' checkbox is selected
8. Select the 'Advanced' tab
9. Set the Outgoing Server (SMTP) port to 587

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10. The Incoming Server (POP) port should be set to the default setting, 110
 11. Select 'OK' to complete the change

Note: If SMTP authentication is not catered for by your mail program, please use the SMTP server delegated by your Internet Service Provider instead (smtp.your-isp.co.za).